

Agenda

May 23, 2017
10:30 am – 12:30 pm

MTC
Bay Area Metro Center
375 Beale Street
San Francisco, CA 94105
Contact: Adam Crenshaw
(415) 778-6794

Telephone Number: (712) 432-1438
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Meeting called by: Muhaned Aljabiry
Facilitator: Abhijit Bagde
Recorder: Lima Huy

Agenda Topics

Item	Description	Time	Presenter
1	Agenda	10:30	Abhijit Bagde
2	Ground Rules	10:35	Abhijit Bagde
3	Approval of 02/07/2017 Meeting Minutes	10:40	Abhijit Bagde
4	Announcements and Updates: <ul style="list-style-type: none"> 1. Staffing Update – CT/FHWA/FTA/MPOs 2. Volunteer for the CFPG recorder task 3. MPO web-links to their FTIPs 	10:45	Caltrans, FHWA, FTA and MPOs
5	Follow-Up Items from last Meeting: <ul style="list-style-type: none"> 1. FHWA to provide an update on UPACS questions received from MPOs 2. Caltrans Programming to post MPO links to the detailed listings for grouped projects on Caltrans Programming website - Item Completed (http://www.dot.ca.gov/hq/transprog/federal/mpo_ftip_links.htm) 3. Caltrans Programming to send an email soliciting volunteers to work with ARB on the CMAQ cost effectiveness guidance - Item completed (See Item No. 8 below) 4. Follow-up with FTA for staffing update – Item completed (Handout No. 1) 	10:55	Abhijit Bagde
6	Road Repair and Accountability Act of 2017 - Senate Bill (SB) 1 - Update	11:00	Bruce De Terra
7	MAP-21 Performance Management - Update	11:15	Nicholas Deal, CT
8	Status report on guidance for CMAQ cost-effectiveness calculations	11:30	Marilee Mortenson CT, Dennis Wade, ARB
9	FTA guidance on designated recipient sub-allocation letters and MPO concurrence letters (Handout No. 2)	11:45	Ted matley FTA, Brian Travis CT
10	Electronic FSTIP	12:05	Muhaned Aljabiry

11	<ol style="list-style-type: none"> 1. Follow-Up Items 2. Open Forum 3. Future Agenda Items 	12:15	All
12	Future meeting dates and locations: <ul style="list-style-type: none"> • July 11, 2017 Caltrans, Sacramento (10:30 am – 12:30 pm) 	12:20	All

California Federal Programming Group (CFPG)

Minutes for: May 23, 2017

1. Agenda:

Abhijit Bagde (Caltrans Division of Programming): The agenda and handouts were sent out last week. No changes requested.

2. Ground Rules:

- Since there are phone participants, everyone who speaks should state his/her name and agency.
- Keep comments as brief as possible.
- Stick to the current agenda item. Additional items not in the agenda will be added to the end and will be discussed if time permits.
- Turn off cell phones and limit interruptions.
- This is a forum to hear everyone's concerns, comments and suggestions. Please make sure your voice is heard.
- Facilitator to ask before moving on to the next item if anyone on the phone has any additional comments on the item, then pause for a few seconds.
- Respond to follow-up items and meeting notices by the deadlines.
- Except for follow-up items, the minutes will include discussions that take place during the meeting only. If you do not want what you say during the meeting included in the minutes, state "off the record."
- ✓ • **When not speaking, phone participants to keep their phones on mute if possible.**
- ✓ • **Do not place conference call on hold. Please hang up and redial if you must take another call.**
- Meeting minutes to be distributed to the group with 10 days after the meeting.
- **Any outstanding follow-up items not addressed/completed by the third meeting (from the meeting of initiation) will be removed from the agenda.**

Abhijit emphasized the items in bold.

3. Minutes of the Last Meeting:

Abhijit Bagde: The final minutes of the February 7, 2017 meeting were provided via email prior to the meeting.

4. Announcements and Updates:

1. Staffing Update

Caltrans – Muhaned Aljabiry (OFTMP): Dennis Jacobs is retiring and Sadegh Yazdi will fill his position.

Caltrans – Brian Travis (DMT and Rail): Steven Keck has returned to be the Division Chief of Budgets and Kyle Grading is now the Division Chief of Mass Transportation and Rail.

FHWA – Tashia Clemons: Jack Lord's position is still vacant and no word when it can be backfilled.

FTA – Ted Matley: Ray Sukys has retired, Dominique Paukowits is the acting regional administrator of FTA, and Eric Eidlin and Hymie Luden have left FTA. While currently there is no hiring freeze, no word yet when vacant positions can be refilled.

SANDAG – Michelle Smith: Effective July 1st Sue Alpert will be assisting with programming.

FresnoCOG – Suzanne Martinez: Hired a new Associate Transportation Planner, Jennifer Soliz, who will assist with programming.

SACOG – Jose-Luis Caceres: Hilda Olga was hired as an Analyst II to assist with the FTIP and other project delivery tasks.

2. *Volunteer for the CFPG recorder task – Abhijit Bagde:* Marcus Tucker who was taking the CFPG meeting minutes no longer works for StanCOG. Anyone who is interested in taking on this assignment to email Abhijit Bagde.
3. *MPO web links to their FTIPs – Abhijit Bagde:* To comply with the FSTIP's Public Participation Plan for concurrent public review of FTIP amendments, the link to MPOs' amendments from Caltrans website must work. MPOs are to inform Caltrans immediately if the location of FTIP amendments change.

5. Follow-up Items from Last Meeting

Caltrans - Abhijit Bagde:

1. FHWA to provide update on UPACS questions received from MPOs

FHWA - Cecelia Crenshaw: No response from FHWA HQ, but will follow up again.

FHWA – Tashia Clemons will follow up.

2. Caltrans Programming to post MPO links to the detailed listings for grouped projects on Caltrans Programming website – (http://www.dot.ca.gov/hq/transprog/federal/mpo_ftip_links.htm)

Caltrans – Abhijit: Item Completed

3. Caltrans Programming to send an email soliciting volunteers to work with ARB on the CMAQ cost effectiveness guidance - Item completed (See Item No. 8 below)
4. Follow-up with FTA for staffing update – Item completed (Handout No. 1)

6. Road Repair and Accountability Act of 2017 – Senate Bill (SB) 1 – Update

Bruce De Terra (Caltrans Programming) suggested watching the live CTC webcast meetings, to view how the commission addresses SB1. Two upcoming workshops are scheduled on June 8th and 9th at the Sacramento City Hall. The June 8th meeting will be held from 1:00 PM to 5:00 PM and the June 9th meeting will be held from 8:30 AM to 3:00 PM. On June 8th is the kick off and overview meeting to discuss the development of the guidelines for programs identified in SB1 for freight, congestion, corridors, and local partnership. The meeting will likely include a discussion on the split between the formula and discretionary funds. The CTC is proposing 75 percent discretionary and 25 percent formula base, which is different from the SLPP program with 95 percent formula and 5 percent discretionary. On June 9th is a meeting to deal with individual programs. He encourages attendance on both days. Caltrans is still discussing how SB1 will affect them. Everyone will have an opportunity to review and provide comments on the guidance. He recommended all agencies to participate in the meetings, show up to testify and provide written responses, so that everyone can share and learn from each other as this legislation is implemented. The June 28th CTC meeting will include a discussion in the morning about the SB1 guidance.

SB1 is the biggest statewide funding program in decades short of the original gas tax in the 1920s. He read a short paragraph on legislative intent, which emphasized accountability and performance goals. The focus is not only to hold Caltrans accountable, but also extends to all agencies receiving funds. Caltrans is required to track and report across all agencies. The position of Inspector General was also created under SB1. The focus is on "fix it first," which is one of the dominant themes of the bill. At the CTC meeting, there were discussions about the perceived inequities among the regions in terms of their ability to compete for the freight, congestion corridor plans, and local partnership. The commission meeting included a brief reference by Commissioner Alvarado about the \$25 million planning grants

that will be distributed to the regions. The key is for those agencies that don't already have funding available to get themselves to be competitive. This funding is available every year for the next ten years. The funds can be used to prepare applications for competitive grants and prepare corridor plans for congested corridors. Many of these funding programs begin in the new fiscal year, even though revenues from the new fuel taxes won't start flowing in until November of 2017. The commission will begin programming and guidance preparation activities starting this year and early 2017.

He briefly discussed the reference to congested corridors in legislation, gave examples of the north coast corridor in San Diego on I-5, parallel rail corridor, route 91 in the L.A. basin and its parallel metro link, route 101 in the bay area and Caltrain corridor, Route 101 in the bay area up in the Sonoma area, and the smart rail corridor. All except five corridors in southern California referenced in legislation have a parallel fixed rail or intercity rail passenger line. It appears the intent of the legislation is to focus on those congested corridors but he encourages the regional agencies to determine how these regulations might apply to smaller, less congested corridors.

Jose-Luis Caceres (SACOG) asked if anyone had attended the self-help counties town hall meeting. **Bruce de Terra** responded all of the commissioners attended, including large self-help counties. It was a very effective meeting and the commissioners liked the format. Self-help counties unanimously did not like the funding split of 75 percent discretionary formula and 25 percent competitive funding. They favor a reversed split of 75 percent competitive and 25 percent discretionary funding or some other variation. The revised recommendation will be presented this week to commission staff.

Elizabeth Hanh (STANCOG) asked who is reaching out to the self-help counties and MPO regarding the 75/25 percent funding split. **Bruce de Terra** responded that Mitch Weiss is the single focal point for CTC and Keith Dunn is coordinating comments from self-help counties.

7. MAP-21 Performance Management - Update

Nicholas Deal (Caltrans Planning) informed that the PM 3 Final Rules effective date is May 20, 2017. State DOTs have 1-year to set targets to meet performance measures. Target setting is done in coordination with the MPOs. Final Rule removed the PM for GHG (Percent Change in Tailpipe CO2 emissions on NHS compared to 2017). Final Rule confirmed 6 performance measures:

- Percent of reliable person-miles traveled on the 1) Interstate and 2) Non-Interstate NHS;
- 3) Truck travel time reliability on the Interstate;
- 4) Total emissions reductions by applicable pollutants under the CMAQ program;
- 5) Annual hours of peak hour excessive delay per capita; and
- 6) Percentage of non-single occupancy travel.

Draft Engagement Plan includes Fall/Spring workshops with MPOs, as well as tribes. He plans to provide updates at future CFPG meetings.

8. Status Report on Guidance for CMAQ Cost-Effectiveness Calculations

Marilee Mortenson (Caltrans Planning) informed that at the last CFPG meeting on February 7, 2017, she and Dennis Wade (ARB) asked for volunteers from the CFPG group to review the 2005 FHWA CMAQ Cost Effectiveness Guidance to determine its applicability or adaptability for use in California. They received more than 12 volunteers, good representation of small and large MPOs across the state, including rural and urban agencies. They held two teleconferences. At the kick off meeting on March 14, 2017, volunteers were asked to review the 2015 FHWA Guidance that uses the MOVES model to determine if it might help the California version. On April 19, 2017, the team held a second teleconference to discuss the 2015 FHWA guidance and its adaptability to California's CMAQ Cost Effectiveness Guidance.

Dennis Wade (ARB) reported that the team agreed there was potential of adapting FHWA's method for use in California. The biggest challenge is to add the level of detail that is equivalent to the 2005 California CMAQ Cost Effectiveness version. The challenge is to identify resources needed to undertake this work and they will need to consult with their management. They will have eyes on emission rates as they move through this process.

Muhaned Aljabiry asked if the team is planning on meeting again. Dennis responded that they will reconvene the group once they have identified resources for this undertaking.

Abhijit Bagde asked about the target completion date. Dennis Wade responded that no target date will be set until resources (staff and/or contract money) are identified.

9. FTA Guidance on Designated Recipient Sub-Allocation Letters and MPO Concurrence Letters (Handout No. 2)

Ted Matley (FTA) discussed the FTA guidance on designated recipient sub-allocation letters and MPO concurrence letters. Abhijit Bagde emailed to the CFPG background information that FTA provided on this topic, which Ted Matley covered at the meeting. The write up is included below:

For FTA's 5307, 5310, 5337, and 5339 programs, a Designated Recipient must be selected by the Governor of the State for all census designated urbanized areas over 200,000 in population (large urbanized areas). It is the responsibility of the Designated Recipient to suballocate formula funds allocated to the urbanized area among eligible Direct Recipients, who apply directly to FTA for funds and assume all responsibilities related to the grant award.

For urbanized areas under 200,000 in population (small urbanized areas), all funds are allocated to the State, not to individual small urbanized areas. The State, acting through the Governors designated agency, acts as the Designated Recipient and assumes the responsibility for suballocation of funds to Direct Recipients that serve the urbanized areas. The Direct Recipients apply directly to FTA for funds and assumes all responsibilities related to the grant award.

Metropolitan Planning Organizations (MPO's) and Designated Recipients are expected to work together to reach an agreement as the suballocation of funds. However, it is solely the responsibility of the Designated Recipient to report to FTA, in writing, the suballocation of funds among direct recipients. An MPO can act as a Designated Recipient if so identified by the Governor of the State. The State, acting through the state agency designated by the Governor, can serve as the Designated Recipient for a large urbanized area, but must serve as Designated Recipient for small urbanized areas.

At the time of each appropriation notice from FTA, the Designated Recipient (including the State agency for the small urbanized area funds) must provide a written, signed letter indicated the suballocation of funds to Direct Recipients. Usually, appropriations and allocation happen only once a year. However, Congress can act to provide appropriations on a partial funding basis, requiring the more than once a year.

The suballocation letter shall also be distributed by the Designated Recipient to the Direct Recipients, who must attach the letter to any FTA Grant application that applies for the suballocated funds. The following template language may be used in the suballocation letters:

"As identified in this Letter, the Designated Recipient(s) authorize the reassignment/reallocation of [enter fund source; e.g. Section 5307 funds] to the Direct Recipient(s) named herein. The undersigned agree to the amounts allocated/reassigned to each direct Recipient. Each Direct Recipient is responsible

for its application to the Federal Transit Administration to receive such funds and assumes the responsibilities associated with any award for these funds."

Key Points:

In the small urbanized areas, Caltrans is by default the Designated Recipient. This cannot be changed. Caltrans will issue suballocation letter using the illustrative FTA suballocation published with the appropriations notice in the Federal Register. For small urbanized areas with more than one Direct Recipient, Caltrans has requested that the MPO contact Caltrans with their desired suballocations among operators so Caltrans can concur with a suballocation letter to FTA

Ted Matley (FTA) explained that all small UZAs funds are allocated directly to the State (Caltrans). Caltrans, as the designated recipient for small urbanized areas, has discretion in determining how those funds are to be sub-allocated. In California, Caltrans delegates this task to MPOs, but remains responsible for reporting to FTA. Consequently, Caltrans is required to submit sub-allocation letters to FTA informing them how funds are split among direct recipients. For small UZAs with only one transit operator, Caltrans has chosen to adopt the same allocation published in the federal register. This scenario is straightforward and Caltrans submits a letter to FTA documenting the amount of funds and identifying the single direct recipients. However, the issue becomes more complicated in small UZAs where there are more than one direct recipients because FTA is only aware of the funding amount, but not how those funds will be split among direct recipients. Therefore, FTA requires an allocation letter from Caltrans informing them how funds are sub-allocated among direct recipients.

Brian Travis (Caltrans DMT) requested MPOs to send one letter each time an apportionment is announced, instead of including multiple years. DMT does not need to know the decision behind the sub-allocation methodology, just information on how they intend to split the funds among direct recipients.

Jose-Luis (SACOG) asked if Caltrans only need letters for small UZAs, but the sub-allocation letter refers to both large and small UZAs. **Ted Matley** responded that for large UZAs, sub-allocation letters can come from direct recipients. **Brian Travis** responded that Caltrans has already written a letter informing FTA that small UZAs with single direct recipients funds will be distributed consistent with the formula published in the federal register. Caltrans only needs MPOs to prepare sub-allocation letters for small UZAs with more than one direct recipients. To comply with FTA's reporting requirements, Caltrans will then prepare sub-allocation letters to FTA from the information received from the MPOs.

Jenn Pollom (Shasta RTPA) asked what happens when there needs to be a new transit operator. **Ted Matley** responded that the MPO would need to work directly with FTA to add the new direct recipient. **Brian Travis** responded that the transit operator would have to be listed as a direct recipient and the MPO would need to inform Caltrans DMT the sub-allocation amount among the direct recipients.

10. Electronic FSTIP

Muhaned Aljabiry informed the CFPG that Caltrans is evaluating the feasibility of an e-FSTIP for California. He met with Paul Schneider from FHWA, who told him about the successful implementation of an e-FSTIP system that Eco Interactive developed for Nevada DOT. Muhaned Aljabiry's office is setting up a meeting with the Nevada DOT to discuss the e-FSTIP and its adaptability for California.

11. Future meeting dates and locations:

1. Follow-Up Items

- i. Submit your name to Abhijit Bagde if interested in taking CFPG meeting minutes.

- ii. FTA to send staffing update.
 - iii. Abhijit Bagde will check with Caltrans Local Assistance and inform group on HR 244. (Completed on 08/17/17)
2. Open Forum
- i. **Phillip Chu (SBCAG)** asked if anyone have more information on the HR 244 rescission budget bill.
 - ii. **Muhaned Aljabiry** asked if there is a process to submit questions/issues directly to the UPACS administrator directly for assistance. **Cecelia Crenshaw** said she will follow up with FHWA UPACS group.
3. Future Agenda Items
- i. Please send agenda items to Abhijit Bagde.

12. Future Meeting Dates and Locations:

- July 11, 2017 Caltrans, Sacramento (10:30 am – 12:30 pm)

Handout No. 1 for Item No. 5-4: MPO FTA Assignments

- Butte (BCAG) Jerome Wiggins
- Fresno (COFCG) Lucinda Eagle
- Kern (KCOG) Ted Matley
- Kings (KCAG) Ted MatleyM
- Madera (MCTC) Lucinda Eagle
- Merced (MCAG) Ted Matley
- Monterey (AMBAG) Lucinda Eagle
- Sacramento (SACOG) Jerome Wiggins
- San Diego (SANDAG) Adam Stephenson
- San Francisco (MTC) Dominique PaukowitsP
- San Joaquin (SJCOG) Jerome Wiggins
- San Luis Obispo (SLOCOG) Jerome Wiggins
- Santa Barbara (SBCAG) Dominique Paukowitz
- Shasta (Shasta RTPA) Jerome Wiggins
- Southern California (SCAG) Ted Matley
- Stanislaus (StanCOG) Jerome Wiggins
- Tahoe (TMPO) Ted Matley
- Tulare (TCAG) Alex Smith

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Handout No. 2 for Item No. 9: FTA Guidance on sub-allocation and MPO concurrence letters

Background: Suballocation Letters

For FTA's 5307, 5310, 5337, and 5339 programs, a Designated Recipient must be selected by the Governor of the State for all census designated urbanized areas over 200,000 in population (large urbanized areas). It is the responsibility of the Designated Recipient to suballocate formula funds allocated to the urbanized area among eligible Direct Recipients, who apply directly to FTA for funds and assume all responsibilities related to the grant award.

For urbanized areas under 200,000 in population (small urbanized areas), all funds are allocated to the State, not to individual small urbanized areas. The State, acting through the Governor's designated agency, acts as the Designated Recipient and assumes the responsibility for suballocation of funds to Direct Recipients that serve the urbanized areas. The Direct Recipients apply directly to FTA for funds and assumes all responsibilities related to the grant award.

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An MPO can act as a Designated Recipient if so identified by the Governor of the State. The State, acting through the state agency designated by the Governor, can serve as the Designated Recipient for a large urbanized area, but must serve as Designated Recipient for small urbanized areas.

At the time of each appropriation notice from FTA, the Designated Recipient (including the State agency for the small urbanized area funds) must provide a written, signed letter indicating the suballocation of funds to Direct Recipients. Usually, appropriations and allocation happen only once a year. However, Congress can act to provide appropriations on a partial funding basis, requiring the more than once a year.

The suballocation letter shall also be distributed by the Designated Recipient to the Direct Recipients, who must attach the letter to any FTA Grant application that applies for the suballocated funds.

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Key Points:

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Background: MPO Concurrence Letter

Each FTA grant application is required to identify the date that the funds and projects included in the application have been included in the Statewide Transportation Improvement Plan (STIP, or FSTIP in California). This is a requirement of grant award. No grant can be accepted by FTA as complete and ready for award until this action is completed. Inclusion in the MPO Transportation Improvement Program is not sufficient. To provide independent confirmation of the date of inclusion in the STIP, FTA Region IX requires that each grantee provide a letter from the MPO, as authority responsible for programming, that the projects and funds contained in the grant application have been included in the (F)STIP, and the date or dates of that action. This is referred to as the MPO concurrence letter. Each grantee should request an MPO concurrence letter from the MPO and attach it to their grant application as part of the development of a complete grant application for FTA funds. MPO concurrence letters cannot indicate that action to include the projects in the STIP is anticipated at a later date, but must state the action to include the project and funds in the STIP is completed and date of that action. This date must be consistent with the information included in the grant application by the grantee.